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Maricopa County School District Governing Board Vacancies Nomination Procedures and Processes

for

**Appointment of School Governing Board Members by
Maricopa County Superintendent of Schools,
Dr. Donald D. Covey**

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The School District Governing Board Appointment Process in Maricopa County

“Serving as a member of a local school board is one of the most challenging and rewarding jobs you will ever undertake. It also is an enormous responsibility. As a board member, the decisions you make will affect children and their parents, the livelihood of the school system employees and the economic well-being of your community. Service to a school board requires time, energy, expertise and a passion for a public education system committed to providing the best and most appropriate education for all children entrusted to its care.” - Arizona School Boards Association

Arizona Revised Statute § 15-302 gives the County Superintendent of Schools authority to appoint community members to fill vacancies on school district governing boards within the county.

The Maricopa County Superintendent of Schools believes we, as a community, must work diligently and collaboratively to attract and retain individuals to serve on school district governing boards who are committed to increasing student achievement and maintaining positive learning and working environments for students and staff. As such, the County Superintendent takes very seriously the statutory responsibility of appointing community members to fill vacancies on school district governing boards and has established processes and procedures for appointment that reflect the best interest of the local community, the children and students, and educators.

- In Maricopa County, the principle of collaboration is utilized to generate nominations and select individuals for appointment as school district governing board members. While the County Superintendent has the authority and responsibility to make final appointment decisions, local communities have been empowered to participate in the selection through the Consensus Decision-Making Process, a set of well-defined, collaborative processes and procedures that result in nomination of individuals for appointment that are in the best interest of the local community
- **The Collaboration Team** shall, at a minimum, consist of the local school district governing board president, who serves as chair; the school district superintendent; and a teacher representative from the identified local teacher organization; or, in the absence of such an organization, a teacher agreed upon by the board president and school district superintendent. In districts with an identified representative teacher organization, the president of that organization shall identify the teacher to serve on the Collaboration Team. The three member collaboration team may add at their discretion two additional members to the collaboration team.

This team is charged with carrying out these processes and procedures.

The Consensus Decision Making Process has been in place since 2009, and was developed with the advice, experience, and wisdom of members of the community, as well as leaders from:

- Maricopa County Education Service Agency (MCESA),
- Arizona School Boards Association (ASBA),
- Arizona School Administrators (ASA),
- Arizona Education Association (AEA),
- Arizona Association of School Business Officials (AASBO), and
- Maricopa County School District Superintendents.

Dr. Donald D. Covey,
Maricopa County Superintendent of Schools

NOMINATION PROCEDURES AND PROCESSES

Responsibility for a successful governing board appointment lies with:

- The School District,
- The Collaboration Team,
- The Nominees, and
- The Maricopa County Superintendent of Schools.

Procedures, processes, and requirements for each are outlined below:

1.0 School District Responsibilities:

- 1.1 Declare the vacancy on the District's Governing Board by notifying the Maricopa County Superintendent of Schools (MCESA) in writing.
- 1.2 Submit to MCESA a timeline for the nomination process to include date of public announcements, deadline for submission of applications, candidate interview dates, deadline to deliver Consensus Statement to County Superintendent.
- 1.3 Within 15 business days of vacancy, publically announces the Governing Board Vacancy through community newspapers of general circulation, via district newsletters and website; make applications available and publically announce application deadline.
- 1.4 Time stamp all applications received and deliver to the President of the Governing Board.

2.0 Collaboration Team Responsibilities:

- 2.1 **The Collaboration Team** shall, at a minimum, consist of the local school district governing board president, who serves as chair; the school district superintendent; and a teacher representative from the identified local teacher organization; or, in the absence of such an organization, a teacher agreed upon by the board president and school district superintendent. In districts with an identified representative teacher organization, the president of that organization shall identify the teacher to serve on the Collaboration Team. The three member collaboration team may add, at their discretion, two additional members to the collaboration team. The Collaboration Team will be utilized for the "Vetting Process" for each Nominee desiring to be appointed to the Governing Board by the Maricopa County Superintendent of Schools.
- 2.2 The Collaboration Team may solicit input from other representatives of the district's community, if it deems it is in the best interest of the community. ***No more than one board member may serve on the Collaboration Team.***
- 2.3 Provide each Nominee a District Orientation including, but not limited to:
 - 2.3.1 Vision, Mission, Goals, Objectives and Plans of Action that result in increased student academic achievement and success; evaluation data depicting accomplishments and challenges.
 - 2.3.2 Three Years of Student Assessment Data depicting Student Academic Progress, Achievement and Success.
 - 2.3.3 Three Fiscal Year Budgets depicting the past fiscal year, the current fiscal year, and the proposed ensuing fiscal year.
 - 2.3.4 Learning and Working Conditions for all students and staff.
- 2.4 Utilize a "Consensus Decision Making Process" and recommend its First Nominee; First Alternate Nominee and Second Alternate Nominee to the Maricopa County Superintendent of Schools for appointment to the Governing Board.
 - 2.4.1 Within thirty (30) calendar days of application submission deadline, the

Collaboration Team shall interview, deliberate, and submit a “Consensus Statement”, signed by each member of the Collaboration Team, regarding the strengths and weaknesses for each Nominee and rationale for the Team’s recommendations to the Maricopa County School Superintendent.

2.4.1.1 A Consensus Statement will only be accepted if it is (1) signed by all the members of the Collaboration Team and (2) accompanied by all applications, interview summaries, rubrics, and scoring sheets for all applicants.

2.4.1.2 Interviews and deliberations are exclusive to members of the Collaboration Team.

- 2.5 Ensure that, at minimum, the Chairman of the Collaboration Team and/or the District Superintendent attends a Saturday “Nominee Seminar” along with its nominees. All members of the Collaboration Team may attend the seminar if they wish.
- 2.6 District/Collaboration Team shall notify all candidates of the Collaboration Team’s recommendations to the County Schools Superintendent
- 2.7 District/Collaboration Team shall notify/remind all nominees of the seminar date and that their attendance is required in order to be considered for appointment.
- 2.8 District/Collaboration Team shall notify all nominees of the County Superintendent’s appointment.

3.0 **Nominee Responsibilities:**

- 3.1 Submit a school district application form to the President of the Governing Board (District to establish deadline date), an application that includes but is not limited to:
 - 3.1.1 Personal Data: name, address, home and work numbers, provide proof of at least one year living in the District, provide proof of current Voter Registration within Arizona; sign a notarized affidavit (FORM 1) attesting to qualification (residency and registration,) etc.;
 - 3.1.2 Career and Education;
 - 3.1.3 Community and School Services;
 - 3.1.4 Home and Family;
 - 3.1.5 Hobbies and Recreation.
- 3.2 Provide insight into your Knowledge, Skills and Experiences. Describe how your experience in each of the areas listed in 3.1.2 through 3.1.5 would assist the District to accomplish its Vision, Mission and Goals for increasing Student Academic Progress, Achievement and Success.
- 3.3 Provide examples of Personal and Professional skills and experiences that would ensure positive learning and working conditions within the District.
- 3.4 Describe how a positive Governing Board Member performs.
- 3.5 Describe how a negative Governing Board Member performs.
- 3.6 Describe how you would perform as a Governing Board Member.
- 3.7 Describe why you believe you would be the best Nominee to be appointed to the Governing Board.
- 3.8 Attend the required “*Nominee Seminar*” with the District’s Collaboration Team. (Seminars will be held several times throughout the year. Sessions will be scheduled as necessary. Please contact MCESA staff for information on upcoming seminars.)
 - 3.8.1 Calendar Schedule for FY2013 Nominee Seminars will be held quarterly on or approximately the last week of the quarter beginning March, 2013 for the exception of December; it will be in early December, 2013.

4.0 **Maricopa County Superintendent of Schools (MCESA) Responsibilities:**

- 4.1 Post notice of the vacancy on the Maricopa County Education Service Agency website upon notification by the district.
- 4.2 Facilitate and conduct a Saturday “Nominee Seminar” to be held at the Maricopa County Education Service Agency from 10:00 am to 3:00 pm for the top three (3) recommended Nominees and members of the Collaboration Team. Representatives of the Arizona School Boards Association (ASBA), Arizona School Administrators (ASA), Arizona Education Association (AEA), and Arizona Association of School Business Officials (AASBO) will assist with presentations and discussions on how to become an efficient and effective Governing Board Member. Seminars will be held several times throughout the year. The content focus will be as is listed below, presented by the following groups:
 - 4.2.1 ASBA: Governing Board Policies, Legislation, Community Vision and Goals, and Financial Resources;
 - 4.2.2 ASA: District Vision, Mission, Goals for Increasing Student Academic Progress and Achievement; Administrative Operations and Fiscal Stewardship;
 - 4.2.3 AEA: The Relationship Between the Local Education Association and the Governing Board;
 - 4.2.4 AASBO: Effective, Efficient, and Accountable Fiscal Management.
- 4.3 Observe each Nominee during the “Nominee Seminar.”
- 4.4 Accept or not accept the recommendations of the Collaboration Team.
 - 4.4.1 Review recommendations of the Collaboration Team and data submitted by each Nominee.
 - 4.4.2 In the event that the Collaboration Team’s recommendations are not accepted, the Maricopa County Superintendent of Schools will inform the President of the Governing Board the reasons for not accepting the Team’s recommendations.
- 4.5 Announce decision to President of the Governing Board within five (5) work days following the Nominee Seminar; the District shall notify all nominees of the County School Superintendents Appointment.
- 4.6 Issue the Certificate of Appointment and Official Oath of Office.
- 4.7 Schedule Swearing In Ceremony for the Newly Appointed Governing Board Member, to be officiated by the County Superintendent of Schools.
- 4.8 Issue a Press Release to Interested Parties:
 - 4.8.1 School District Superintendent/Public Information Officer
 - 4.8.2 MCESA website
 - 4.8.3 Media
 - 4.8.4 Others, by request

Accommodations and modifications to the appointment process may be made, on a case-by-case basis, as the Maricopa County Superintendent of Schools deems necessary.

2014 Dates:

March 29, 2014